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S E C R E T

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Sent as dir staff

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19 August 1988

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 19 August 1988

1. The Office of Information Technology (OIT) completed ahead of schedule system testing of a new version of SAFE (Support for the Analysts' File Environment) software for the Defense Intelligence Agency. This major delivery will enable Department of Defense analysts to access the Integrated Data Base of Order of Battle and Automated Installation Files.

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2. To date, OIT has installed [redacted] telephones in the New Headquarters Building. Telephone installation in the north tower and surveys of customer requirements in the south tower are underway.

3. During the first six weeks of its mammogram screening program, the Office of Medical Services (OMS) has screened 67 employees with follow-ups where indicated.

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[redacted]

5. The recent Office of Personnel (OP) Career Transition Workshop featured the initial running of an Office of General Counsel presentation on the important issue of "How to Avoid Post Retirement Conflict of Interest."

6. OP opened its seventh reservations and ticketing service satellite, which will handle official airline reservations, ticketing, and travel requirements for the DCI area.

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[redacted]

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✓ 8. OL completed installing the Field Computer System at five major Office of Communications bases. This system is a microcomputer-based inventory control and accountable property system developed to support logistics officers in the field.

✓ 9. OL has completed moving the Office of Scientific and Weapons Research from the Original Headquarters Building to the New Headquarters Building.

10. The Office of Finance has implemented an automated system for processing payment of invoices from other government agencies. This system streamlines tasks such as matching requisition and billing ~~items and~~ identifying price and quantity discrepancies.

11. The Office of Security conducted a successful test of the Security Information Management System (SIMS) name check interface system with the FBI, paving the way for full operational capability on 6 September.

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13. The Office of Training and Education signed an agreement with the Federal Bureau of Investigation to exchange foreign language testing services and test instruments. The agreement will save both organizations thousands of dollars in test development costs and prevent duplication of effort.

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R. M. Huffstutler